

SHIPPING BRANCH, TRANSPORTATION DIVISION,
ADMINISTRATIVE SERVICES OFFICE

I. MISSION

The Chief, Shipping Branch, is charged with:

- A. Arranging through various channels for the crating of cargoes and for shipping space required for foreign and domestic shipment by water and air carrier.
- B. Preparing various shipping documents required in connection with the overseas and domestic transportation of cargoes of official supplies and equipment, personal supplies and unaccompanied baggage of covert personnel.
- C. Maintaining records adequate for budget and operational planning.
- D. Furnishing advice and liaison in connection with the shipment of cargo from points of origin to this country.

II. FUNCTIONS

The Chief, Shipping Branch, shall:

- A. Keep constantly informed of various applicable regulations (CIA, State, Defense, etc.,) and policy pertaining to the handling of overseas and domestic cargo, both official supplies and personal effects.
- B. Recommend changes in policy based on critical observation of operational performance, changing overseas shipping condition, customs regulations and adequacy of facilities.
- C. Maintain liaison with air carriers, commercial warehousemen and packers, [REDACTED] and various other potential forwarders in connection with maintaining channels for shipping freight cargoes.
- D. Maintain liaison with covert operating divisions of the Agency in order to be apprised of anticipated freight transportation requirements, both outbound and inbound, applicable cover patterns, current problems in connection with shipping particular cargoes to particular destinations and proposed solutions to shipping problems.
- E. Review for completeness all requests contained in counselor briefing notes directing shipment of personal effects. Directs necessary action to forward the effects utilizing forwarding channels consistent with cover of personnel. Notifies Overseas

Branch, Covert Personnel Division, when shipments are effected and upon accomplishment forwards the billing documents with appropriate certification to Overseas Branch, Covert Personnel Division.

- F. Review all incoming requests for overseas shipment to cargo and prepares necessary shipping documents, obtaining required space, etc.
- G. Certify as to the correctness of all bills for packing, crating, freight, etc., for both domestic and overseas shipments of cargo before transmitting such bills to Fiscal Division for audit and disbursement.
- H. Keep constantly familiar with export regulations of the U.S. and certain custom and import regulations of various foreign governments and other pertinent information obtained through the Department of Commerce Export Bulletins, State Department Regulations, etc., together with local administration of such regulations through cables and pouch mail received from overseas operations.
- I. Initiate air transportation via either [REDACTED] or common shipment and prepares necessary documentation.

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